



**Town of Summerville
Council Meeting
Summerville Municipal Complex
Wednesday, February 10, 2016 at 7:30 p.m.
A G E N D A**

- 1. Invocation and Pledge of Allegiance:** Reverend Robert Leeper
- 2. Update from Waste Pro on Debris Collection Services**
- 3. Public Hearing: Implementation of Flag Football Program and Associated User Fees**
- 4. Public Comment**
- 5. Approval of Minutes of Previous Meetings**
 - a. Council Meeting, January 13, 2016
- 6. Approval of Council Committee Reports**
 - a. Finance Committee Report, February 3, 2016
 - b. Public Safety Committee Report, February 3, 2016
 - c. Public Works Committee Report, February 3, 2016
- 7. Petitions**
 - a. Authorization to accept the petition and have first reading of an ordinance to annex Dorchester County TMS # 145-07-10-006 (1 lot) located at 420 Miles Jamison Road to be zoned R2, Single Family Residential
- 8. Pending Bills and Resolutions**
 - a. Second and final reading of an ordinance to annex Dorchester County TMS#s 135-16-00-014, -015, & -016 located at 1625 Central Avenue, owned by Thomas Mizell currently zoned R4, Multifamily to be zoned B3, General Business
 - b. Second and final reading of an ordinance to annex Dorchester County TMS# 146-13-04-001 located at 245 Judith Drive, owned by Lakes of Summerville, LLC currently zoned R2, Residential to be zoned PUD, Planned Unit Development and amend the existing PUD include this parcel for use as a home owners' association common area with the proposed addition of an amenity boat storage facility
 - c. Second and final reading of an ordinance to adopt a revised fee schedule for the Blackwell Sports Complex
 - d. Second and final reading of an ordinance to provide for the issuance and sale of G.O. refunding bonds of 2016
 - e. Second and final reading of an ordinance to amend Chapter 2, Section 2-92 entitled "Date and hour of regular meetings"

- f. Second and final reading of an ordinance to amend Chapter 2, Article II of the Code of Laws of the Town of Summerville entitled "Mayor" and "Council meetings"
- g. Second and final reading of an ordinance to amend Chapter 2, Article IV of the Code of Laws of the Town of Summerville entitled "Town Administrator"

9. Introduction of Bills and Resolutions

10. Miscellaneous

- a. Authorization to takeover 0.41 miles of Berkeley Circle from SCDOT
- b. Discussion and authorization to execute proposed plan for services agreement with Old Fort Fire Department
- c. Authorization to amend email retention policy from 60 days to 1 year
- d. Discussion and selection of Bear Island/Sheep Island Road option

11. Adjourn

Wiley Johnson, Mayor

Council Members:

Bob Jackson, Mayor Pro Tem
Walter Bailey
Aaron Brown
Christine Czarnik
Kima Garten-Schmidt
William McIntosh



Clerk-Treasurer
Lisa L. Wallace

Town Attorney
G. Waring Parker

Town of Summerville
COUNCIL MEETING MINUTES
JANUARY 13, 2016

ATTENDANCE

Present: Mayor Wiley Johnson and Council members Walter Bailey, Aaron Brown, Christine Czarnik, Kima Garten-Schmidt, Bob Jackson and Bill McIntosh. Also present were Lisa Wallace, Interim Town Administrator, and G.W. Parker, Town Attorney. Members of the press and the public were duly notified of the meeting and were also present.

CALL TO ORDER

The regular monthly meeting of Summerville Town Council was called to order at 7:30 p.m. on Wednesday, January 13, 2016. Mayor Johnson called forward Pastor Rice of St. Luke's Lutheran Church to give the invocation which was followed by the Pledge of Allegiance.

PRESENTATION: SWEET TEA HALF MARATHON COMMITTEE

Kathy Hazel and other members of the Summerville Sweet Tea Half Marathon Planning Committee presented Dorchester County EMS and the Police and Fire Benevolent Fund with checks in the amount of \$10,000 and \$20,000, respectively. Mayor Johnson thanked the committee for their efforts in raising money for these worthy recipients.

PUBLIC COMMENTS

Mayor Johnson called for any comments from the public. Peter Gorman of S. Magnolia Street spoke against the proposed ordinances relating to the Mayor and Town Administrator. Janet Rosenzweig of Willis Lane also spoke against the proposed ordinances stating they were unnecessary. Tom Iorizzo of Renau Blvd. also spoke against the proposed ordinances stating the voters believed they were voting for a strong mayor. Joe Meehan of Pine Forrest subdivision read a portion of a guest opinion from the Summerville Journal Scene and spoke against the proposed ordinances. Kathy Kcuick of the Weatherstone subdivision asked Council to stop spending money on Michael Baker Engineering and reminded council of a letter from Representative Southard. Diana Barth of White Gables explained that elected officials set policy and the town administrator and employees implement those policies so people need to think about it in those simple terms. Linda Haynes-Whetsell of Atlantic Street said sidewalks are needed on Central Avenue and Parkwood where people are parking near a restaurant. She also reported that Shepard Street has rotting tree limbs falling on the road and that shrubbery is covering signs on Simmons and Shepard, Carolina and Central, Sumter and Gadsden and Bethel

Church on Main Street. She added that Parkwood Drive and Atlantic Street ditches need to be cleaned. She also asked why Briarwood Lane was closed and who paid for the paving. Thadius Kcuick of 127 Avonshire Drive in Weatherstone spoke in opposition of the proposed ordinances stating that the people want change and asked that council give the Mayor the chance to act as Mayor. Linda Jones of 586 Dellafield in Weatherstone praised Council for changing the finance committee meetings to evenings. She also spoke against the proposed ordinances and stated that Weatherstone does not want the 2 or 3 additional proposed entrances to their neighborhood. Mac Baughman, a lifelong resident, stated that the Bear Island Parkway was originally approved in 2002 and that the homeowners association documents show the Bear Island Parkway. Carolyn Gorman of S. Magnolia spoke about the powers and duties contained in the proposed ordinances adding they have been around with little substantive changes since 1948. Robbie Robbins of Knightsville spoke about the Bear Island Extension reporting that the road was included and approved as part of the original Centex development in 2002 and will be an asset for Summerville. Mike Murphree stated that every change to this road project adds more time and cost to the project and suggested a TIF (Tax Increment Financing) for those people who want the change. Thadius Kcuick reported that he had presented a petition with over 800 signatures of people who are opposed to the road and submitted a list of the benefits of the alternative Sheep Island route. Pearl Gonzales asked Council to table the Sheep Island/Bear Island Road project and consider how this project will affect the residents of Weatherstone. Sara Burrows of East Richardson Avenue said details matter even when dealing with larger issues. She added that recent changes in the polling places disenfranchised people and that she does not agree with proposed changes to the Mayor's powers. Brad Mallett congratulated newly elected and re-elected members and asked council members to think about the small business owner when making decisions. Homer Gonzales from the Weatherstone subdivision stated that he did not think the traffic issues of Summerville should become Weatherstone's problem. He added that the road will destroy the wetlands in Weatherstone. He also stated that the people voted for a Mayor with full powers. Kay Pruitt of 105 Dovetail Circle in Weatherstone stated that she is concerned about the safety of the children in their subdivision noting that they are crossing the roads every day. Adrian Kwist of 109 Reynolds Road congratulated the newly elected Mayor and council member and spoke against the proposed ordinances changing the Mayor's authority. He added that it will undermine the Mayor's authority and will continue to divide the town. William Harbeson of 403 W. 2nd South Street stated that everyone downtown is not for the hotel project. He also spoke about the road in the Weatherstone and said that the council needs to change the road. There being no further public comments, the Mayor declared that portion of the meeting closed.

APPROVAL OF MINUTES OF PREVIOUS MEETINGS

Mr. McIntosh made a motion, seconded by Mr. Brown, to approve the minutes of the December 9, 2015 council meeting as presented. Ms. Czarnik and Mayor Johnson recused themselves stating they were not on council during that meeting. The motion carried with Mr. Bailey, Ms. Garten-Schmidt, Mr. Jackson, Mr. Brown and Mr. McIntosh voting in favor of the motion with Ms. Czarnik and Mayor Johnson abstaining.

APPROVAL OF COUNCIL COMMITTEE REPORTS

Mr. McIntosh made a motion, seconded by Mr. Jackson, to approve the January 11, 2016 Finance Committee Report and the January 6, 2015 Planning and Development Committee Report. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Ms. Garten-Schmidt, to approve the January 6, 2016 Parks and Recreation Committee Report as submitted. The motion carried unanimously.

PETITIONS

Mr. Jackson made a motion, seconded by Mr. Brown, to accept the petition and have first reading of an ordinance to annex Dorchester County TMS#s 135-16-00-014, -015, & -016 located at 1625 Central Avenue, owned by Thomas Mizell currently zoned R4, Multifamily to be zoned B3, General Business. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Mr. Bailey, to accept the petition and have first reading of an ordinance to annex Dorchester County TMS# 146-13-04-001 located at 245 Judith Drive, owned by Lakes of Summerville, LLC currently zoned R2, Residential to be zoned PUD, Planned Unit Development, and to amend the existing PUD to include this parcel for use as a home owners' association common area with the proposed addition of an amenity boat storage facility. The motion carried unanimously.

PENDING BILLS AND RESOLUTIONS

Mayor Johnson stated that prior to consideration of pending bills and resolutions, he wanted to share something that was brought to his attention. He stated that the motion to have first reading of the ordinance to amend Chapter 2, Article II of the Code of Laws of the Town of Summerville entitled Mayor and Council never received a second. He added that he is proposing that he appoint an ad hoc committee to review the town's ordinances. Mr. Bailey disagreed stating that the ordinance, as amended, was given a second and asked the Town Attorney to weigh in. Town Attorney Parker concurred with Mr. Bailey stating that the amended ordinance received a motion and a second. Mayor Johnson stated that it was not proper according to Robert's Rules of Order but council could choose to accept it. Mr. McIntosh reiterated that he made a motion to amend Mr. Bailey's motion and it received a second which took precedence and was voted on. Mr. McIntosh added that Mr. Bailey then restated the motion, which he seconded and does not see any argument that the motion did not receive a second. Mayor Johnson then stated that he had another objection reporting that the proposed ordinances have not been presented in final form referencing Section 5-7-270 of the state code. Town Attorney Parker did not see any problem with the ordinance being "redlined" but might come up with a different conclusion if given more time to consider the matter. Mr. Bailey made a motion, seconded by Mr. Jackson, to postpone the two pending ordinances until next month. This motion carried with Mr. Bailey, Ms. Garten-Schmidt, Mr. Brown, Mr. Jackson, Mr. McIntosh and Mayor Johnson voting in favor of the motion and Ms. Czarnik opposing. The motion carried.

INTRODUCTION OF NEW BILLS AND RESOLUTIONS

Mr. Brown made a motion, seconded by Mr. Jackson, to introduce and have first reading of an ordinance to adopt a fee schedule for the Blackwell Sports Complex. The motion carried unanimously.

Ms. Garten-Schmidt made a motion, seconded by Mr. Bailey, to approve a Resolution authorizing signers of town checking accounts. The motion carried unanimously.

Mr. Jackson made a motion, seconded by Ms. Czarnik, to introduce and have first reading of an ordinance to provide for the issuance and sale of G.O. refunding bonds of 2016. During discussion, Mr. McIntosh stated that he would like to see the town take 1 to 3 million of its unrestricted fund balance to pay down the debt in addition to refinancing the debt. There was some discussion about whether that was the best option for the town and Mayor Johnson stated that over the next month the town will discuss this with the bond attorney. Mayor Johnson then called for the vote on the motion to have first reading of the ordinance to provide for the issuance and sale of G.O. refunding bonds of 2016 and the motion carried unanimously.

Mr. Brown made a motion, seconded by Mr. Jackson, to introduce and have first reading of an ordinance to amend Chapter 2, Section 2-92 entitled "Date and hour of regular council meetings" which will move the Council meetings from 7:30 p.m. to 6:30 p.m. Mr. McIntosh pointed out that council also decided to change the date and time of the finance committee meetings to the first Wednesday of the month at 6:30 p.m. but that does not require an ordinance amendment. Mayor Johnson added that standing committee meeting will continue to be held on the first Wednesday of the month and the times will be posted if any meetings are scheduled for the month. Mayor Johnson then called for the vote on the ordinance to change the time of the council meetings from 7:30 p.m. to 6:30 p.m. and the motion carried unanimously.

MISCELLANEOUS

Mayor Johnson reported that the next item on the agenda was the election of Mayor Pro-Tem and asked for any nominations. Mr. Bailey nominated Bob Jackson and Mr. McIntosh seconded that nomination. Ms. Czarnik nominated Aaron Brown and Mr. Brown seconded that nomination. Mayor Johnson called for the vote on the nomination of Mr. Jackson as Mayor Pro-Tem. Mr. Bailey, Ms. Garten-Schmidt, Mr. Jackson and Mr. McIntosh voted in favor of the nomination. Mayor Johnson then called for the vote on the nomination of Mr. Brown as Mayor Pro-Tem. Ms. Czarnik, Mr. Brown and Mayor Johnson voted in favor of the nomination. Mayor Johnson congratulated Mr. Jackson for being elected as Mayor Pro-Tem.

Mayor Johnson reported that the next item on the agenda was the appointment of an ad hoc committee to review town ordinances. Ms. Garten-Schmidt suggested that the town consider utilizing the Municipal Association of SC to assist in reviewing the ordinances. Mr. Jackson concurred. Mr. Brown stated that he felt that the ad hoc committee was a good idea and the committee could work with the Municipal Association. Mayor

Johnson asked Mr. Brown to head up the ad hoc committee and asked councilmember Czarnik and Mayor Pro Tem Jackson to also serve on the committee.

Mr. Bailey made a motion, seconded by Mr. Jackson, to authorize a purchase order to Kubota in the amount of \$68,984 for a track loader on state contract to be paid from budgeted stormwater capital funds. The motion carried unanimously.

Mayor Johnson reported that the town had been given a briefing on the Bear Island/Sheep Island Road alternative and asked if council had any discussion on the matter. Ms. Czarnik stated that the level of service was better and there was less of an impact to wetlands using the alternative route. She added that sidewalks and a landscaped median may not be necessary which would help reduce the additional costs associated with the alternative route. After some discussion, Ms. Czarnik made a motion to suspend all operations with Baker International until the alternative route could be further explored. Mr. Brown seconded the motion. During discussion, Mr. McIntosh pointed out that there are many right-of-way acquisitions that have to be made no matter which route is ultimately approved. Ms. Czarnik stated her concern was continued acquisition of right of way for Bear Island Road. Mr. Bailey stated that he was concerned about slowing the project down and adversely affecting the other entities involved in the project. Mayor Johnson suggested council give him some time to meet with the other entities and further research the matter. Mr. McIntosh requested that council be prepared to take a final vote at either the February or March meeting and give some finality to this issue. Public Works Director Russ Cornette clarified that there are right-of-way acquisitions that need to be made no matter which route is taken and would like to proceed with permitting and right-of-way acquisition for that portion of the project. There were no objections to this. Mr. Brown read a letter from Representative Southard who represents Berkeley County and suggested the widening the existing Sheep Island Road rather than utilizing the proposed Bear Island route that may impact wetlands. Mayor Johnson said he hoped to have more information on this soon and certainly by next meeting and could call a special meeting if necessary. After discussion, Ms. Czarnik withdrew her motion.

Mayor Johnson announced that the next item on the agenda was the appointment of standing committees. Mr. Bailey objected stating that the ordinance says that the standing committees shall be appointed by the Mayor at the December meeting and the appointments are for one year unless there is a vacancy but deferred to Town Attorney Parker. Mayor Johnson asked if it makes sense for the outgoing Mayor to make these appointments adding that this is one of the reasons to have the ordinances reviewed and updated. Town Attorney Parker agreed with Mr. Bailey stating that the ordinance is clear and uses the words "shall be done in December" and does not know how to get around that until the ordinance is amended. Mr. McIntosh indicated that he would support a change to the ordinance that would not need to wait on the ad hoc committee.

ADJOURN

There being no further business, the meeting adjourned at 9:46 p.m.

Respectfully submitted,

Lisa Wallace, Interim Town Administrator,
Director of Administrative Services and
Clerk/Treasurer

APPROVED:

William Wiley Johnson, Mayor

**TOWN OF SUMMERVILLE
FINANCE COMMITTEE REPORT
FEBRUARY 3, 2016**

The Finance Committee met at 6:30 p.m. on Wednesday, February 3, 2016 in the Council Chambers of the Summerville Municipal Complex. Present were Mayor Wiley Johnson and Council members Walter Bailey, Aaron Brown, Christine Czarnik, Kima Garten-Schmidt, Bob Jackson, and Bill McIntosh. Also present were Town Attorney, G.W. Parker, Director of Administrative Services and Interim Town Administrator, Lisa Wallace and Finance Director Belinda Harper. Other staff members, members of the press and members of the public were also present.

Welcome	Mayor Johnson opened the meeting with prayer followed by the Pledge of Allegiance.
Presentation of Financial Report	Belinda Harper presented the January 2016 financial report. The report was accepted as information.
Presentation from Michael Baker International	Town Engineer, Russ Cornette, briefed the committee on the recent meetings held regarding the Bear Island/Sheep Island Road project. He then introduced representatives of Michael Baker International who gave a presentation on the latest options being proposed which was accepted as information.
Approval of Financial Requisitions	<p>Mr. Brown made a motion, seconded by Mr. Bailey, to authorize a purchase order in the amount of \$25,848 plus tax to Vic Bailey Ford for a ¾ ton Crew Cab pick-up truck on State contract for the Parks Department to be paid from hospitality tax fund balance. The motion carried unanimously.</p> <p>Ms. Garten-Schmidt made a motion, seconded by Mr. Jackson, to authorize a purchase order in the amount of \$85,180 to Triple T Freightliner for a 20' body debris truck for the Streets Department to be paid from budgeted capital funds. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Mr. Brown, to authorize a purchase order in the amount of \$118,061 to Blanchard Cat for a Cat 914K Wheel loader on State contract for the Streets Department to be paid from budgeted capital funds. The motion carried unanimously.</p> <p>Mr. Jackson made a motion, seconded by Mr. Brown, to authorize a purchase order in the amount of \$55,693 to Cooper Motor Company for a 2016 Medium Duty Crew Cab Flatbed truck for the Streets Department to be paid from budgeted capital funds</p>
Discussion of Council Committee Reports	Mr. Bailey gave the report of the February 3, 2016 Public Safety Committee meeting. Ms. Garten-Schmidt gave the report of the February 3, 2016 Public Works Committee meeting.

**Discussion of
Proposed/Upcoming
Council Agenda
Items**

Mr. Jackson asked if the agenda should include discussion of the Bear Island/Sheep Island Road alternatives so that a final decision could be made. There was additional discussion about the different options and the impacts to cost and time if an alternate route is chosen. Ultimately, Mr. Jackson made a motion, seconded by Mr. Brown to put consideration of all the Bear Island/Sheep Island Road options on the agenda for a final determination. The motion carried unanimously.

Mr. McIntosh stated that council voted to postpone second reading of the pending ordinances dealing with the Mayor and Administrator's authority to the February Council meeting and asked if those ordinances would be on the agenda or if they would have to vote on it again. Mayor Johnson stated that an ad hoc committee has been put in place to consider all of the ordinances. Mr. Bailey was concerned that the ad hoc committee may take a year to review all of the ordinances and that these two ordinances needed to be addressed. After further discussion, Mayor Johnson agreed that those ordinance would be placed on the agenda but he would require that the ordinances be in a form required for final adoption.

Mr. Bailey made a motion to consider a Resolution at the upcoming Council meeting that would address Peter Gorman's status with the town and his alleged title of Chief of Staff and other aspects of his involvement with the town. Mayor Johnson stated that would be asking council to vote on whether a citizen could have input. Mr. Bailey stated that he understands that Mr. Gorman has been presenting himself as the Chief of Staff and there has been no such position voted on by the council. He added that by definition and by using the name Chief of Staff it gives the aura that he has some authority over staff which is creating morale problems and legal liability issues for the town. Ms. Garten-Schmidt seconded the motion. Mr. Brown asked Mayor Johnson if Peter Gorman has been designated any authority with the town. Mayor Johnson said that Mr. Gorman is simply an advisor. Mr. McIntosh stated that if the Mayor is confirming that Mr. Gorman is simply an advisor and has no authority over town staff than that explanation is enough for him but added that it is an issue at town hall and does cause potential legal liability issues. He asked Mr. Bailey to withdraw his motion in light of the Mayor's explanation. Mr. Bailey agreed with the understanding that Mayor Johnson is representing that he has never authorized Peter Gorman to present himself as Chief of Staff or given any authority over town employees. Mayor Johnson confirmed that Mr. Gorman has absolutely no responsibility over any town employee. Mr. Bailey withdrew his motion. There was further discussion about keys that may have been issued to Mr. Gorman, his attendance at staff meetings, and whether Mayor Johnson had any knowledge of Mr. Gorman representing himself as Chief of Staff. Mayor Johnson stated that he has used various different terms to describe Mr. Gorman's relationship with him

	<p>and asked if they would prefer the term Chief Advisor. Mr. McIntosh stated that Mr. Gorman is a citizen and that any title would create confusion for the employees. Mayor Johnson stated that what he calls Mr. Gorman will be private conversation between himself and Mr. Gorman and will not be repeated outside their confidence. There was no objection to this proposal.</p>
Miscellaneous	<p>Ms. Wallace reported that the town's fund balance would be reimbursed from bond proceeds in the amount of \$684,248.93 for the Dorchester hotel project. She added that council had already voted on this when council authorized the transfer of \$700,000 to the RDC to fund pre-construction costs for the project.</p> <p>Town Attorney, G.W. Parker, requested that discussion of the proposed plan for services agreement with Old Fort Fire Department be postponed to the upcoming Council meeting. Mr. Brown made a motion, seconded by Mr. Jackson, to add this item to the next Council meeting agenda. The motion carried unanimously.</p> <p>Ms. Wallace reported that Special Events Coordinator and PIO, Tiffany Norton, sent out an email detailing the festivities for the upcoming Sweet Tea Day festival. She added that we have received opposing feedback about attempting to break the world record again for the largest sweet tea. Ms. Norton explained the details of the event and reported that the event has been budgeted and that the town made a profit on the event last year and would expect the same this year. Mr. McIntosh asked if council needed to vote on the issue. Ms. Wallace stated that, as long as there were no objections, staff would move forward with plans for the event as presented. There were no objections.</p>
Executive Session	<p>Mr. Bailey made a motion, seconded by Mr. McIntosh, to enter into executive session at 7:55 p.m. to discuss legal matters related to the Dorchester hotel project. Mr. Brown asked Mr. Bailey if he is suggesting that the discussion of a security program for town hall be discussed in open session. Mr. Bailey confirmed that he believes that item can be discussed in open session. Mr. Jackson stated that the Police Department did a report on town hall and would not want the details of that report discussed in public but that the decision is really whether the town wants to solicit request for proposals for provision of a security program for town hall. Mayor Johnson reported that he had the police department do an evaluation of Town Hall buildings and the report showed a number of things that need to be addressed and asked council to authorize the solicitation of proposals. After some discussion, Mr. McIntosh asked whether a vote is required to solicit an RFP. Ms. Wallace stated that a vote is not required to solicit an RFP but that if a proposal is chosen, Council would have to vote on funding</p>

the project. Mayor Johnson reported that he would ask staff to solicit proposals for a security program for town hall.

Mayor Johnson then called for the vote to enter into executive session to discuss contractual and legal matters related to the Dorchester Hotel project including the gap loan and Croft vs. Town of Summerville. The motion carried unanimously.

The finance committee returned to public session at 8:37 p.m. and announced that no action was taken.

Adjourn

There being no further business, the meeting adjourned at 8:37 p.m.

Respectfully submitted,

Lisa Wallace
Director of Administrative Services
Clerk/Treasurer

PUBLIC SAFETY COMMITTEE REPORT
February 3, 2016

The Public Safety Committee met on Wednesday, February 3, 2016 at 5:00 p.m. in the training room at the Summerville Municipal Complex. Present were Chairman Walter Bailey and committee members Aaron Brown and Christine Czarnik. Members of the public and the press were duly notified of the meeting.

Chairman Bailey called the meeting to order and reported that the only item on the agenda was discussion of the Fire Service Auto Aid Agreement with Dorchester County. Chief Waring gave a brief description of the proposal stating it is in preliminary stages. He added he would bring an agreement back for the committee's consideration at a later date. No further action was taken.

There being no further business, the meeting adjourned.

Respectfully submitted,

A handwritten signature in cursive script that reads "Michelle Beltz".

Michelle Beltz

Wiley Johnson, Mayor

Council Members:

Bob Jackson, Mayor Pro-Tem
Walter Bailey
Aaron Brown
Christine Czarnik
Kima Garten-Schmidt
William McIntosh



Town Clerk and Treasurer
Lisa L. Wallace

Town Attorney
G.W. Parker

Town of Summerville

MINUTES PUBLIC WORKS COMMITTEE MEETING February 3, 2016

Present: Bill McIntosh, Kima Garten-Schmidt, Christine Czarnik, Russ Cornette
Kima Garten-Schmidt called the meeting to order at 4:25 p.m. on Wednesday, February 3, 2016.

1. Berkeley Circle - Takeover from SCDOT

Staff and the Town's consultant are pursuing right-of-way acquisition, permitting, and final plans for the Berkeley Circle improvements, which are part of the Bear Island Road project. A portion of Berkeley Circle will be improved with the project, and a portion will be abandoned due to the improvements. There will also be a portion where it will remain as is. We recently met with SCDOT about the encroachment permit for this and determined that the simplest way to accomplish the permitting is for the Town to take over the entirety of Berkeley Circle. SCDOT requires logical termini when accepting or removing roads from their system. The portion of Berkeley Circle that will not be improved with the project was recently resurfaced and is in good condition. Staff recommends requesting SCDOT to remove the entire 0.41 miles of Berkeley Circle from their system and turn over to the Town of Summerville for future maintenance. Bill McIntosh made a motion to send this to the regular council meeting for approval, the motion was seconded by Christine Czarnik.

2. 2016 Road Resurfacing List

The Town budgeted \$500,000 for roadway resurfacing in 2016. Staff has compiled a preliminary list of roads recommended for resurfacing. This list came from the roadway condition survey performed by staff in 2011 as well as the roadway condition survey prepared by the Dorchester CTC in 2013. The cost estimate to repair and resurface all the roads is \$922,253. The estimate to resurface the State roads is \$215,754, and the estimate to resurface Town roads is \$706,499. Staff will request Dorchester CTC fund the cost to resurface all the State roads and a portion of the Town Roads. This is for information only and no action is necessary.

3. Shepard Street – One-Way Conversion

Shepard Street is maintained by the Town of Summerville and was resurfaced in 2015. Shepard Street runs from Simmons Avenue to Simmons Avenue and crosses Parkwood Drive. Shepard Street also intersects with Tallow Street and Noisette Row, both being residential Streets. All adjacent parcels along Shepard Street are residential. The width of

Shepard Street is 16' and is hazardous for two way traffic. Standard lane widths are 10' to 12'. The site distance at Parkwood Drive is very limited because of the curve in the road and is hazardous for a vehicle to enter or cross Parkwood Drive from Shepard Street heading east. The right-of-way is limited at this intersection and pruning or cutting vegetation does not adequately open the site distance. Staff recommends converting Shepard Street into a one-way street in a westerly direction. After discussion the committee agreed that staff would contact the affected residents along Shepard Street and poll their opinions on the one-way street before proceeding with the change.

There being no further business the meeting was adjourned at 4:55 p.m.

Respectfully submitted,



Russell W. Cornette

ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THIS PARCEL OWNED BY EMILY R. JENKINS ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEED AND PREPARED PLAT ATTACHED HERETO AND INCORPORATED BY REFERENCE:

WHEREAS, the owner of the real estate designated as Dorchester County TMS # 145-07-10-006, located at 420 Miles Jamison Road, described as 1 lot (.83 acres), has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described land on the attached deed and prepared plat, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway (s) immediately adjacent to the property lines of the parcel for the purposes of providing public service to the parcel.

SECTION II. That the property above described and hereby annexed shall be Zoned R2 "Single Family Residential" and be classified as R2 "Single Family Residential" under the Zoning Ordinance of the Town of Summerville.

Ratified this _____ day of _____, 2016 A.D.

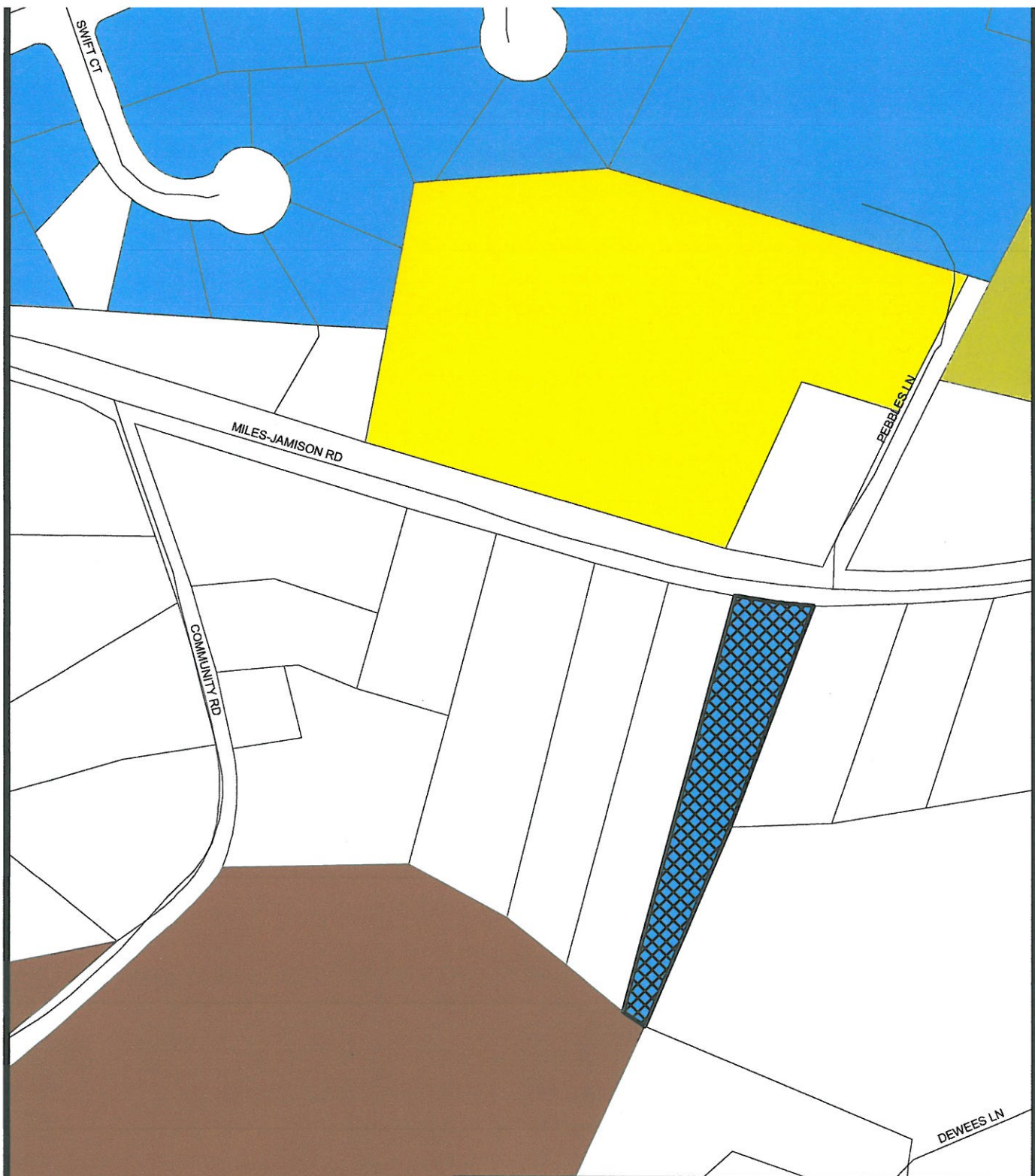
Wiley Johnson, Mayor

Lisa Wallace, Clerk to Council

PUBLIC HEARING: January 25, 2015

FIRST READING: February 10, 2016

SECOND READING: _____



**Annexation of 145-07-10-006
420 Miles-Jamison Road
To be zoned R-2,
Single family residential**



Legend

Parcels	PL
Annexation Request	PUD
Zoning	PUD/DA
AC	R-1
B-1	R-2
B-2	R-3
B-3	R-5
I-1	R-6

0 25 50 100 150 200 Feet



Disclaimer: This map is a graphic representation of data obtained from various sources. All efforts

**AN ORDINANCE AMEND CHAPTER 2, ARTICLE II, DIVISIONS 2 AND 3 OF
THE CODE OF ORDINANCES OF THE TOWN OF SUMMERVILLE
ENTITLED "MAYOR" AND "COUNCIL MEETINGS"**

BE IT HEREBY ORDAINED BY the Mayor and Council of the Town of Summerville, in a meeting duly assembled, that the Code of Laws of the Town of Summerville be hereby amended by amending sections 2-61, 2-62, 2-63, 2-64, 2-65, 2-66, 2-69, 2-94, and 2-97, 2-98, and 2-99 as follows:

Sec. 2-61. - To be chief executive officer.

The mayor shall perform the duties of chief executive officer of the town in a manner consistent with these ordinances and state law.

Sec. 2-62. - Direction of executive officers.

The mayor shall not have authority to give direction to the town administrator or to any of the division heads or department heads of the town unless such authority is given by a majority vote of town council.

Sec. 2-63. – Authority to add items to agenda.

During the finance committee meeting held prior to any regularly scheduled meeting, any two members of council shall have the authority to add any item to the agenda for all regular meetings of town council.

Sec. 2-64. – Inspection of books and records.

The mayor or any town council member shall have power to inspect such of the books, papers and records of the public officers of the town, and of the boards and committees under the

authority of the council, as may in the mayor's or council member's judgement be of assistance to the mayor or council member in the discharge of such officer's duties.

Sec. 2-65. – Authority to require officers to furnish reports.

The mayor and town council may together call upon any officer of the town and members of the boards to furnish, in writing, any information connected with any of their respective offices.

Sec. 2-66. – Suppression of riots and preservation of order.

It shall be the duty of the mayor to take prompt measures for the suppression of riots and for the preservation of good order in the town, for which purpose the mayor shall have the power to require all the town officers to aid and assist such officers.

Sec. 2-69. - Compensation of mayor and members of town council.

(a) Mayor: The annual compensation for the Mayor shall be \$15,000 effective as of the first Wednesday, of January 2018; and

(b) Council: The annual compensation of town council members shall be \$7,500.00.

(c) Compensation of the mayor and town council shall be paid biweekly.

Sec. 2-94. - Required attendance. Modified

It shall be the duty of the council members to attend the regular meetings of the council and, when notified, to attend all special meetings called by the mayor or a majority of the council.

Sec. 2-95. - Presiding officer; quorum.

Immediately at the hour appointed for a council meeting, the presiding officer shall take the chair and, if a quorum is present, proceed to business. A majority of the seven members of the council (four) shall constitute a quorum.

Sec. 2-97. - Order of business.

The order of the proceedings of the council at regular meetings of the council shall be as follows:

- (1) Invocation and Pledge of Allegiance;
- (2) Public comments;
- (3) Approval of the minutes of the last regular meetings and any special meetings held subsequent to the last regular meeting;
- (4) Petitions for annexation;
- (5) Reports from committees;
- (6) Second reading of pending bills;
- (7) Introduction of bills and resolutions;
- (8) Miscellaneous business;
- (9) Adjournment.

Sec. 2-98. - Addressing council by member.

- (a) Every member of the council, when about to speak, shall address the mayor as "Mr. Mayor" or "Madam Mayor," as the case may be, and in speaking shall avoid all disrespect to the council and all personalities, and shall confine remarks to the subject under consideration.
- (b) Citizens addressing the council during the "public comments" portion of the meeting must provide their name and address and shall do so only after being recognized by the presiding officer. Public comments are limited to five minutes or less unless otherwise specifically authorized by the presiding officer. Citizens' remarks should be directed to the council itself, rather than the audience or specific individuals in the audience. The presiding officer may direct that extended comments are provided in writing.

2-99. – Recognition of speakers.

The member or citizen during public comments who shall rise or seek recognition of the chair first shall be first heard. If several members or citizens, during public comments, shall rise at the same time, the presiding officer shall determine who shall speak first.

Done this _____ day of _____, 2016, at Summerville, South Carolina.

Wiley Johnson, Mayor

Attest:

Lisa Wallace, Clerk of Council

First Reading: November 11, 2015

Second Reading: _____

ORDINANCE NO. _____

**AN ORDINANCE AMEND CHAPTER 2, ARTICLE II, DIVISIONS 2 AND 3 OF
THE CODE OF ORDINANCES OF THE TOWN OF SUMMERVILLE
ENTITLED "MAYOR" AND "COUNCIL MEETINGS"**

BE IT HEREBY ORDAINED BY the Mayor and Council of the Town of Summerville, in a meeting duly assembled, that the Code of Laws of the Town of Summerville be hereby amended by amending sections 2-61, 2-62, 2-63, 2-64, 2-65, 2-66, 2-69, 2-94, 2-95, 2-97, 2-98 and 2-99 as follows:

Sec. 2-61. - To be chief executive officer.

The mayor shall perform as the chief executive officer of the town in a manner consistent with the ordinances and state law.

Sec. 2-62. – Duties relative to subordinate officers.

The mayor shall monitor the conduct of all subordinate officers in the exercise and discharge of their duties and, notify the administrator and council of offense for proper disposition.

Sec. 2-63. – Authority to add items to agenda.

Any two or more members of town council may have an item or items placed on the agenda for any meeting of town council by, at least twenty four hours prior to the meeting, either emailing the item(s) to be included to the Clerk and Treasurer or stating the item(s) to be included at a meeting of town council.

Sec. 2-64. – Inspection of books and records.

The mayor or any town council member shall have power to inspect such of the books, papers and records of the public officers of the town, and of the boards and committees under the authority of the council, as may in the mayor's or council member's judgement be of assistance to the mayor or council member in the discharge of such officer's duties.

Sec. 2-65. – Authority to require officers to furnish reports.

The mayor and council may call upon the administrator to provide that any officer of the town and members of the boards to furnish, in writing, any information connected with any of their respective offices.

Sec. 2-69. - Compensation of mayor and members of town council.

- (a) Mayor: The annual compensation for the Mayor shall be \$15,000 effective as of the first Wednesday, of January 2018; and
- (b) Council: The annual compensation of town council members shall be \$7,500.00.
- (c) Compensation of the mayor and town council shall be paid biweekly.

Sec. 2-94. - Required attendance. Modified

It shall be the duty of the council members to attend the regular meetings of the council and, when notified, to attend all special meetings called by the mayor or a majority of the council.

Sec. 2-95. - Presiding officer; quorum.

Immediately at the hour appointed for a council meeting, the mayor or presiding officer shall take the chair and, if a quorum is present, proceed to business. A majority of the seven members of the council (four) shall constitute a quorum.

Sec. 2-97. - Order of business.

The order of the proceedings of the council at regular meetings of the council shall be as follows:

- (1) Invocation and Pledge of Allegiance;
- (2) Public comments;
- (3) Approval of the minutes of the last regular meetings and any special meetings held subsequent to the last regular meeting;
- (4) Petitions for annexation;
- (5) Reports from committees;
- (6) Second reading of pending bills;
- (7) Introduction of bills and resolutions;
- (8) Miscellaneous business;
- (9) Adjournment.

Sec. 2-98. - Addressing council by member.

- (a) Every member of the council, when about to speak, shall address the mayor as "Mr. Mayor" or "Madam Mayor," as the case may be, and in speaking shall avoid all disrespect to the council and all personalities, and shall confine remarks to the subject under consideration.
- (b) Citizens addressing the council during the "public comments" portion of the meeting must provide their name and address and shall do so only after being recognized by the mayor or presiding officer. Public comments are limited to five minutes or less unless otherwise specifically authorized by the mayor or presiding officer. Citizens' remarks should be directed to the council itself, rather than the audience or specific individuals in the audience. The mayor or presiding officer may direct that extended comments are provided in writing.

2-99. – Recognition of speakers.

The member or citizen during public comments who shall rise or seek recognition of the chair first shall be first heard. If several members or citizens, during public comments, shall rise at the same time, the mayor or presiding officer shall determine who shall speak first.

Done this _____ day of _____, 2016, at Summerville, South Carolina.

Wiley Johnson, Mayor

Attest:

Lisa Wallace, Clerk of Council

First Reading: November 11, 2015

Second Reading: _____

**AN ORDINANCE AMEND CHAPTER 2, ARTICLE IV, DIVISION 2 OF THE
CODE OF ORDINANCES FOR THE TOWN OF SUMMERVILLE ENTITLED
"TOWN ADMINISTRATOR"**

BE IT HEREBY ORDAINED BY the Mayor and Council of the Town of Summerville, in a meeting duly assembled, that the Code of Laws of the Town of Summerville be hereby amended by amending sections 2-213, 2-214, and 2-215 as follows:

Sec. 2-213. - Supervision.

The town administrator reports directly to the mayor and town council as a whole. The administrator shall also compile information, investigate problems, perform administrative services and offer advice to the mayor and individual members of town council as requested by such councilmembers; provided, however, that in any situation where the administrator deems it appropriate, such request for administrative assistance may be presented to the entire town council for approval.

Sec. 2-214. - General duties, responsibilities and delegation of authority.

The town administrator performs such duties as directed by the mayor and council. Additional duties of the administrator include, but are not limited to, the following:

- (1) Supervise preparation of and submit to town council not later than November 1 of each year a balanced, proposed annual budget for the ensuing fiscal year.
- (2) Recommend organizational changes and assist in formulation of internal plans, programs and policies of the town for consideration of the town council.
- (3) Supervise all appointed division heads, department heads and their departments as well as any nondepartment head employees reporting directly to the administrator. Plan, direct, monitor and coordinate activities of all town departments and functions.

- (4) Coordinates the activities of town government with all other agencies, including other town agencies, county, state and federal agencies.
- (5) Appoint, with the approval of the town council, division heads and department heads; and, with the prior approval of town council, suspend or dismiss division heads and department heads. Suspend other employees or dismiss employees after consulting with their department head.
- (6) Administer the annual budget after adoption by the town council. Administer the town personnel and purchasing policies. Reviews and approves policies and procedures for the town financial operations, investments, debt service and for the administrative functions and operational activities of the town, including police, fire, street, planning, stormwater, parks and recreation, vehicle maintenance and other functions of the town.
- (7) With the assistance of the finance director, monitor the financial condition of the town, estimate present and future financial needs, and report regularly to the town council on the financial condition and needs of the town.
- (8) Authorize changes in departmental budget line items, provided that the overall departmental appropriation does not change.
- (9) Review all legal matters affecting the town and serve as the primary point of contact with the town attorney.
- (10) Implement the policies and directives of the town council. Attend all council meetings unless excused by the mayor or unless out of town on town business or too ill to attend such meeting.
- (11) Delegate to other employees under the administrator's supervision the authority to exercise specific official duties and responsibilities as may be appropriate. With the approval of the mayor and council, the administrator may also designate a qualified

employee of the town to act during the administrator's absence. In the absence of the administrator where no such designation has been made, the mayor and council may designate an acting administrator.

- (12) Select and employ, with the approval of the town council, a person to serve as assistant town administrator, provided that the town council has included funding for such provision in the annual budget.

Sec. 2-215. - Authority.

Except for purposes of inquiry or routine reporting of problems including constituent requests, the mayor and individual members of the town council shall deal with employees of the town only through the administrator. In order to avoid potential liability, deviation from town policies and practices, and conflicting instruction, no member of the town council, including the mayor, shall give orders, directions or instructions directly to town employees other than the administrator.

Done this _____ day of _____, 2016, at Summerville, South Carolina.

Wiley Johnson, Mayor

Attest:

Lisa Wallace, Clerk of Council

First Reading: November 11, 2015

Second Reading: _____

ORDINANCE NO. _____

**AN ORDINANCE AMEND CHAPTER 2, ARTICLE IV, DIVISION 2 OF THE
CODE OF ORDINANCES FOR THE TOWN OF SUMMERVILLE ENTITLED
"TOWN ADMINISTRATOR"**

BE IT HEREBY ORDAINED BY the Mayor and Council of the Town of Summerville, in a meeting duly assembled, that the Code of Laws of the Town of Summerville be hereby amended by amending sections 2-213, 2-214, and 2-215 as follows:

Sec. 2-213. - Supervision.

The town administrator reports directly to the mayor and town council as a whole. In addition, the administrator shall communicate with the mayor on day to day operational and other matters concerning the town. The administrator shall also compile information, investigate problems, perform administrative services and offer advice to the mayor and individual members of town council as requested by such councilmembers; provided, however, that in any situation where the administrator deems it appropriate, such request for administrative assistance may be presented to the entire town council for approval.

Sec. 2-214. - General duties, responsibilities and delegation of authority.

The town administrator performs such duties as directed by the mayor and council. Additional duties of the administrator include, but are not limited to, the following:

- (1) Supervise preparation of and submit to town council not later than November 1 of each year a balanced, proposed annual budget for the ensuing fiscal year.
- (2) Recommend organizational changes and assist in formulation of internal plans, programs and policies of the town for consideration of the town council.

- (3) Supervise all appointed division heads, department heads and their departments as well as any non-department head employees reporting directly to the administrator. Plan, direct, monitor and coordinate activities of all town departments and functions.
- (4) Coordinates the activities of town government with all other agencies, including other town agencies, county, state and federal agencies.
- (5) Appoint, with the approval of the town council, division heads and department heads, and, with the prior approval of town council, suspend or dismiss division heads and department heads. Suspend other employees or dismiss employees after consulting with their department head.
- (6) Administer the annual budget after adoption by the town council. Administer the town personnel and purchasing policies. Reviews and approves policies and procedures for the town financial operations, investments, debt service and for the administrative functions and operational activities of the town, including police, fire, street, planning, storm water, parks and recreation, vehicle maintenance and other functions of the town.
- (7) With the assistance of the finance director, monitor the financial condition of the town, estimate present and future financial needs, and report regularly to the town council on the financial condition and needs of the town.
- (8) Authorize changes in departmental budget line items, provided that the overall departmental appropriation does not change.
- (9) Review all legal matters affecting the town and serve as the primary point of contact with the town attorney.
- (10) Implement the policies and directives of the town council. Attend all council meetings unless excused by the mayor or unless out of town on town business or too ill to attend such meeting.

(11) Delegate to other employees under the administrator's supervision the authority to exercise specific official duties and responsibilities as may be appropriate. With the approval of the mayor and council, the administrator may also designate a qualified employee of the town to act during the administrator's absence. In the absence of the administrator where no such designation has been made, the mayor and council may designate an acting administrator.

(12) Select and employ, with the approval of the town council, a person to serve as assistant town administrator, provided that the town council has included funding for such provision in the annual budget.

Sec. 2-215. - Authority.

Except for purposes of inquiry or routine reporting of problems including constituent requests, the mayor and individual members of the town council shall deal with employees of the town only through the administrator. In order to avoid potential liability, deviation from town policies and practices, and conflicting instruction, no member of the town council, or the mayor, shall give orders, directions or instructions directly to town employees other than the administrator.

Done this ____ day of _____, 2016, at Summerville, South Carolina.

Wiley Johnson, Mayor

Attest:

Lisa Wallace, Clerk of Council

First Reading: November 11, 2015

Second Reading: _____

ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THESE PARCELS OWNED BY THOMAS K. MIZELL ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEED AND PREPARED PLAT ATTACHED HERETO AND INCORPORATED BY REFERENCE:

WHEREAS, the owner of the real estate designated as Dorchester County TMS #s 135-16-00-014, -015 and -016, located at 1625 Central Avenue described as 3 lots (1.25 acres total), has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described lands on the attached deed and prepared plat, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway (s) immediately adjacent to the property lines of the parcels for the purposes of providing public service to the parcels.

SECTION II. That the properties above described and hereby annexed shall be Zoned B3 "General Business" and be classified as B3 "General Business" under the Zoning Ordinance of the Town of Summerville.

Ratified this _____ day of _____, 2016 A.D.

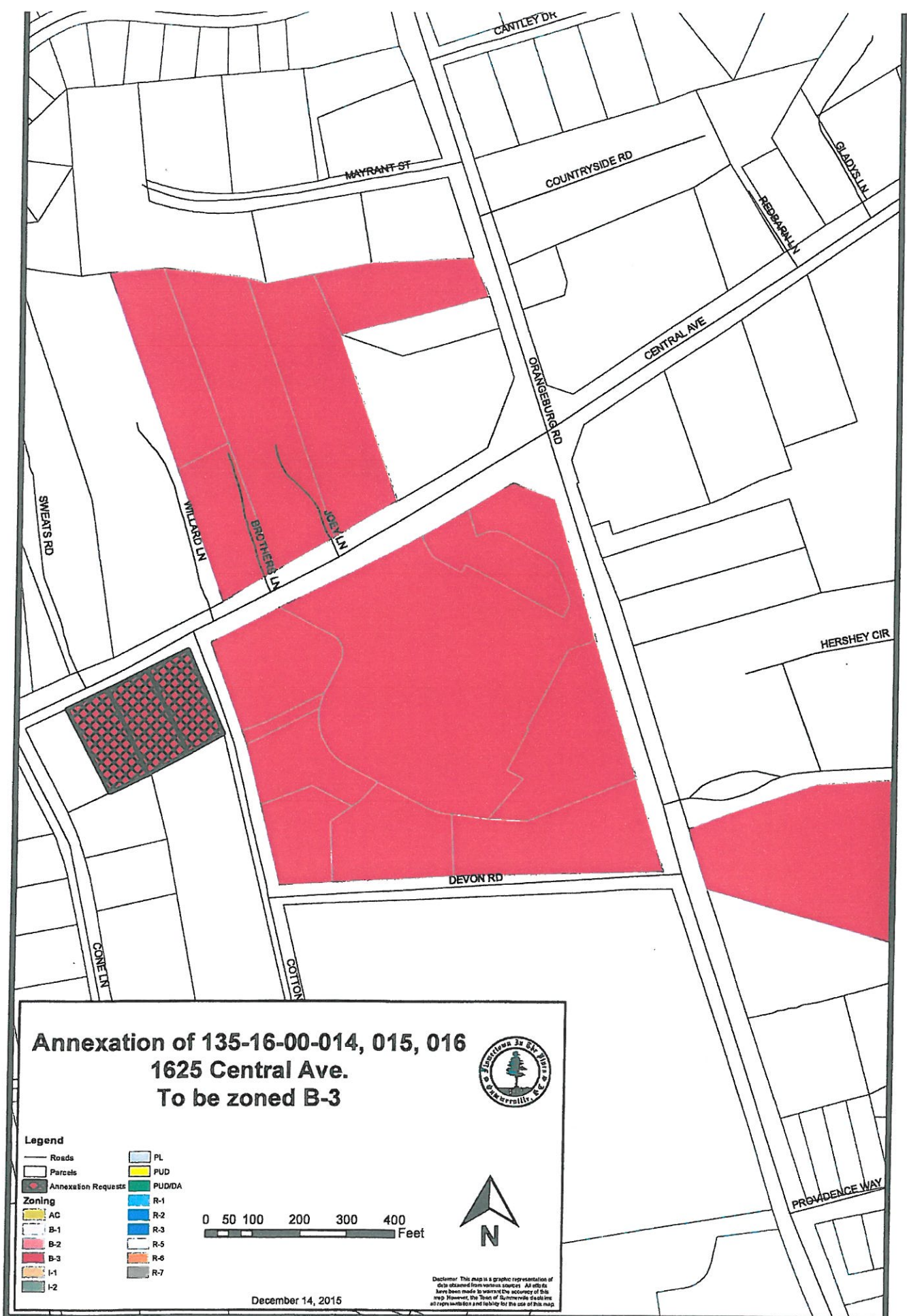
Wiley Johnson, Mayor

Lisa Wallace, Clerk to Council

PUBLIC HEARING: December 21, 2015

FIRST READING: January 13, 2016

SECOND READING: _____



ORDINANCE

TO ANNEX TO, AND INCORPORATE WITHIN THE CORPORATE LIMITS OF THE TOWN OF SUMMERVILLE, THIS PARCEL OWNED BY LAKES OF SUMMERVILLE, LLC, ADJACENT TO THE BOUNDARY LINE OF THE TOWN, AS DESCRIBED ON THE DEED AND PREPARED PLAT ATTACHED HERETO AND INCORPORATED BY REFERENCE AND TO AMEND THE EXISTING PLANNED UNIT DEVELOPMENT FOR THE LAKES OF SUMMERVILLE TO INCLUDE THIS PARCEL FOR PURPOSES BELOW:

WHEREAS, the owner of the real estate designated as Dorchester County TMS # 146-13-04-001, located at 245 Judith Court described as 0.34 acres, has petitioned the Town Council of the Town of Summerville to annex into the Town of Summerville and to amend the existing Planned Unit Development for the Lakes of Summerville to include this parcel.

NOW, THEREFORE BE IT ORDAINED by the Mayor and Members of Town Council duly assembled;

SECTION I. That the described lands on the attached deed and prepared plat, contiguous to the boundary of the Town of Summerville is hereby annexed to, taken into and made a part of the Town of Summerville and including the public roadway (s) immediately adjacent to the property lines of the parcels for the purposes of providing public service to the parcels.

SECTION II. That the existing Planned Unit Development for the Lakes of Summerville be amended to include the described lands on the attached deed and prepared plat to be used for the purposes of a homeowners' association common area with the proposed use of an amenity of a boat storage facility.

SECTION III. That the property above described and hereby annexed shall be Zoned PUD "Planned Unit Development" and be classified as PUD "Planned Unit Development" under the Zoning Ordinance of the Town of Summerville; and, that the existing PUD for the Lakes of Summerville be amended to include this parcel to be used as described herein.

Ratified this _____ day of _____, 2016 A.D.

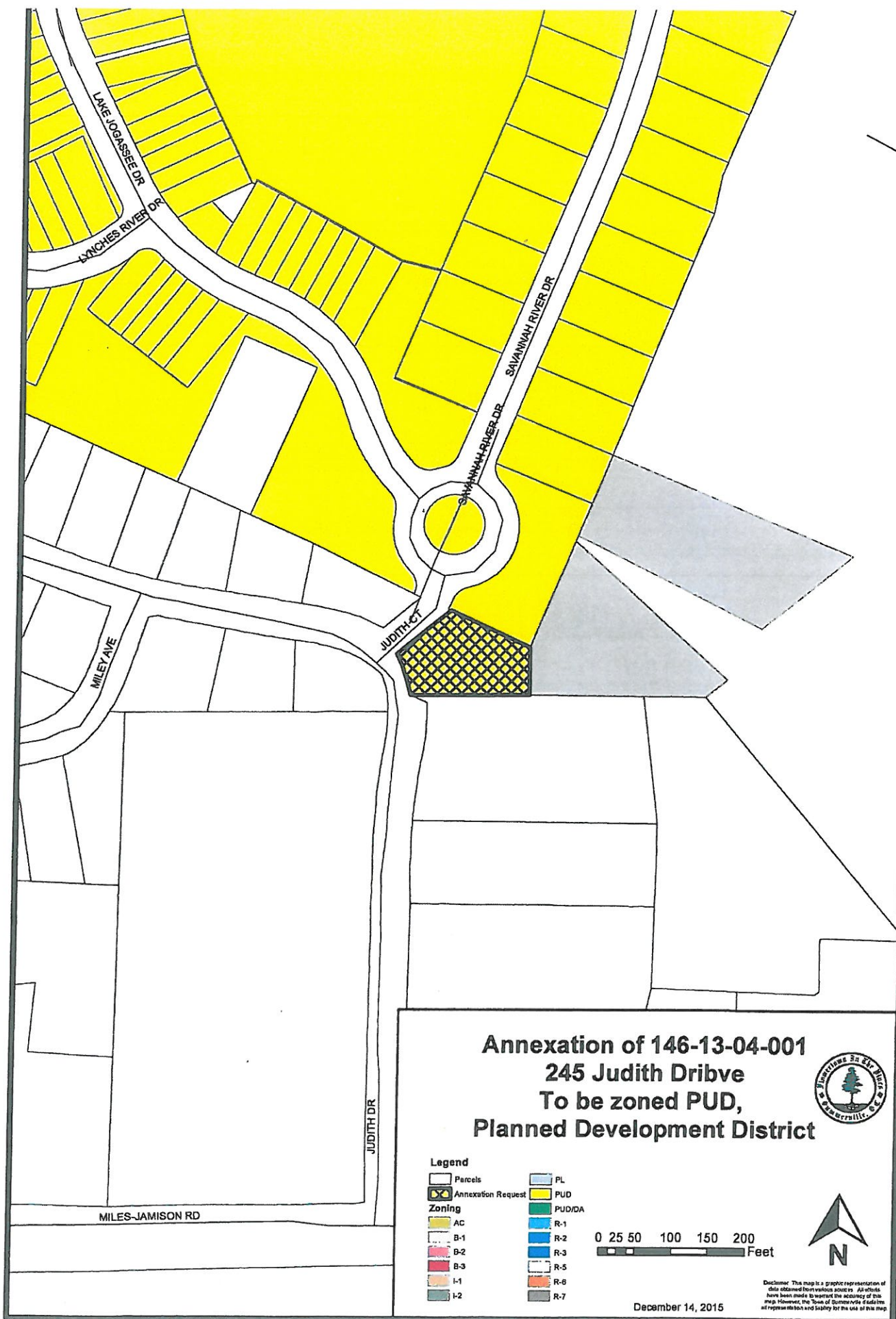
Wiley Johnson, Mayor

Lisa Wallace, Clerk to Council

PUBLIC HEARING: December 21, 2015

FIRST READING: January 13, 2016

SECOND READING: _____



Ordinance # _____

AN ORDINANCE TO ADOPT A USER FEE AND REVISED FEE SCHEDULE FOR THE BLACKWELL SPORTS COMPLEX

WHEREAS, section 6-1-330 of the S.C. Code requires that the imposition of user fees be done by ordinance and that fees collected must be used to pay costs related to the provision of the service or program; and

WHEREAS, the Town of Summerville desires to create a youth flag football program and implement an associated fee schedule; and

WHEREAS, Section 18-36 of the Code of Laws of the Town of Summerville states that league fees, tournament fees, and other associated fees associated with the Blackwell Sports Complex will be on file in the Finance Director's office.

NOW, THEREFORE, BE IT ORDAINED, by the Mayor and Council members of the Town of Summerville, in Council assembled, that the Blackwell Sports Complex schedule of fees is hereby amended to include the addition of fees associated with the youth flag football program.

Ratified this ____ day of _____, 2016.

Public Hearing _____

First Reading _____

Second Reading _____

Approved: _____
Wiley Johnson, Mayor

Attest: _____
Lisa L. Wallace, Clerk/Treasurer



TOWN OF SUMMERVILLE PARKS & RECREATION DEPARTMENT

"Creating Sense of Place Through Parks & Play"

TO: Lisa Wallace, Interim Administrator
CC: Russ Cornette, Public Works Director
FROM: Doyle Best, Parks & Recreation Manager
DATE: January 7, 2016
RE: Parks & Recreation Fee Schedule

Tournament Deposit

Security Deposit \$100.00/event

Prior to reserving any dates at the Jerry Blackwell Sports Complex, the hosting organization must submit a security deposit. If a tournament is cancelled within 48 hours of the scheduled start date, the Town of Summerville will retain the security deposit. The Town of Summerville reserves the right to consider extenuating circumstances (ex: inclement weather) in deciding to retain security deposit. If a security deposit is retained, another deposit must be submitted or any remaining dates for the hosting organization will be relinquished.

Tournament Fees

1-14 Teams	\$75.00 per field/day
15-19 Teams	\$50.00 per field/day
20+ Teams	No Tournament Fee

To help offset the costs of facility operation, the hosting organization is required to pay a tournament fee based on the number of teams participating in the tournament. This fee may be paid in advance or may be deducted from the hosting organization's portion of net gate fees.

Gate Fees

Adult Admission	\$5.00/day
Student/Senior Admission	\$3.00/day

For gated tournaments, Town of Summerville Parks & Recreation Department is entitled to one half of net gate receipts, where net gate receipts are equal to gross gate fees collected less ticket booth attendant wages and admission taxes.

Practice Fees

Unless fields are scheduled for tournaments, games, or sanctioned practices, or closed due to weather or maintenance, fields are open for use free of charge on a first come, first served basis. If lights are needed for practice, there is a \$15/hour charge that must be scheduled and paid in advance.

League Registration Fees**Adult Leagues**

Adult Softball	\$475.00/team (Additional sanctioning fee may apply)
Adult Ultimate Frisbee	\$40/player

***Note: The Summerville Men's Church Softball League utilizes the Jerry Blackwell Sports Complex for their games and is charged \$175/team. SMCSL collects their own registration fees, supplies their own equipment, sets their own schedule, and provides their own game officials. The Town of Summerville is only responsible for providing fields for their games. Any practices held by the SMCSL are subject to the \$15/hour light fee.

Youth Leagues

Youth Flag Football	\$40.00/Resident \$60.00/Non-Resident
Youth Team Sponsorship	\$250.00/Team

Updated: January 2016

ORDINANCE # _____

**TO AMEND CHAPTER 2, SECTION 2-92 OF THE CODE OF LAWS OF THE
TOWN OF SUMMERVILLE RELATING TO THE HOUR OF REGULAR
COUNCIL MEETINGS**

BE IT ORDAINED, by the Mayor and Council of the Town of Summerville that
Chapter 2, Section 2-92 of the Code of Laws of the Town of Summerville be amended as
follows:

Sec. 2-92. - Date and hour of regular meetings.

The regular meetings of the council shall be held at 6:30 p.m. on the second Wednesday
of each month; provided, however that a majority of the council may reschedule the
meeting. If a regular meeting is rescheduled, public notice shall be given in accordance
with state law.

Done in Summerville, S.C. this _____ day of _____, 2016.

Wiley Johnson, Mayor

ATTEST:

Lisa Wallace, Clerk to Council

Introduction and
First Reading _____, 2016

Second and
Final Reading _____, 2016

EMAIL POLICY

The purpose of this policy is to ensure the proper use of the Town of Summerville's email system and make users aware of what is acceptable and unacceptable use of its email system. This policy is not intended to discourage the use of e-mail to conduct municipal business, but rather to establish a framework for its proper use as a communications tool. E-mail can still function as a viable, efficient means to conduct municipal business. Consistency, predictability, and reliability in the manner in which the e-mail system is used and in which public records are maintained within the municipality, are the primary focuses of this policy. The Town of Summerville reserves the right to amend this policy at its discretion. In case of amendments, users will be informed appropriately.

LEGAL RISKS

Email is a business communication tool and users are obliged to use this tool in a responsible, effective and lawful manner. Although by its nature email seems to be less formal than other written communication, the same laws apply. Therefore, it is important that users are aware of the legal risks of e-mail:

- If you send emails with any libelous, defamatory, offensive, racist or obscene material, you and Town of Summerville can be held liable.
- If you forward emails with any libelous, defamatory, offensive, racist or obscene remarks, you and Town of Summerville can be held liable.
- If you unlawfully forward confidential information, you and Town of Summerville can be held liable.
- If you unlawfully forward or copy messages without permission, you and Town of Summerville can be held liable for copyright infringement.
- If you send an attachment that contains a virus, you and Town of Summerville can be held liable.

By following the guidelines in this policy, the email user can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, the user will be fully liable and Town of Summerville will disassociate itself from the user as far as legally possible.

LEGAL REQUIREMENTS

The following rules are required by law and are to be strictly adhered to:

- **It is strictly prohibited to send or forward emails containing libelous, defamatory, offensive, racist or obscene material. If you receive an e-mail of this nature, you must promptly notify your supervisor.**
- Do not forward a message without acquiring permission from the sender first.
- Do not send unsolicited email messages.
- Do not forge or attempt to forge email messages.
- Do not send email messages using another person's email account.
- Do not copy a message or attachment belonging to another user without permission of the originator.
- Do not disguise or attempt to disguise your identity when sending mail.

DEFINITIONS

E-mail messages are text documents which are created, stored, and delivered in an electronic format. As such, e-mail messages are similar to other forms of communicated messages, such as correspondence, memoranda, and circular letters.

Non-record messages are e-mail messages that do not set policy, establish guidelines or procedures, certify a transaction, or become a receipt. Rather, they are informal communications that are similar to communications during telephone conversations or conversations in an office hallway. Generally, non-record messages are short-lived, with no historical significance or public importance, and need not be retained after they have fulfilled their purpose.

Examples include:

1. Routine requests for information or publications which require no administrative action, policy decision, or special compilation or research, and copies of replies.
2. Originating office copies of letters of transmittal that do not add any information to that contained in the transmitted material.
3. Quasi-official notices including memoranda and other records that do not serve

BEST PRACTICES

Town of Summerville considers email as an important means of communication and recognizes the importance of proper email content and speedy replies in conveying a professional image and delivering good customer service. Therefore

Town of Summerville wishes users to adhere to the following guidelines:

- **Writing emails:**
 - Write well-structured emails and use short, descriptive subjects.
 - Town of Summerville's email style is informal. This means that sentences can be short and to the point. You can start your e-mail with 'Hi', or 'Dear', and the name of the person. Messages can be ended with 'Best Regards'. The use of Internet abbreviations and characters such as smileys however, is not encouraged.
 - Signatures must include your name, job title and company name. A disclaimer will be added underneath your signature (see Disclaimer)
 - Use the spell checker before you send out an email.
 - Do not send unnecessary attachments.
 - Do not use cc: or bcc: fields unless the cc: or bcc: recipient is aware that you will be copying a mail to him/her and knows what action, if any, to take.
 - If you forward mails, state clearly what action you expect the recipient to take.
 - Only send emails of which the content could be displayed on a public notice board. If they cannot be displayed publicly in their current state, consider rephrasing the email, using other means of communication, or protecting information by using a password (see confidential).
 - Only mark emails as important if they really are important.
- **Maintenance:**
 - Delete any email messages that you do not need to have a copy of, and set your email client to automatically empty your 'deleted items' on closing.

RETENTION:

Generally, e-mail messages are temporary communications which are non-vital and may be discarded routinely. However, depending on the content of the e-mail, it may be considered public record. Accordingly, employees have the same responsibilities for e-mail messages as they do for any other public record and must distinguish between records and non-record information.

Non-record messages should be deleted from files as soon as they have fulfilled their purpose. These are records that are not required to be kept under law or whose preservation is not necessary or convenient to conduct municipal business. On the other hand, messages determined by users to be records should be properly preserved and disposed of as specified in the municipality's approved records retention schedule. Examples of messages considered to be records might include policy documents or contract related documents.

Messages and attachments should be reviewed at minimum every 15 days and, if they are determined to be records, printed fully (including time, date, sender and receiver) and retained in paper format.

The Town of Summerville will delete all messages from the server 1 year after they have been opened.

EXAMPLES OF EMAILS THAT GENERALLY CONSTITUTE PUBLIC RECORDS

- 1) E-mail created or received by municipal employees in connection with municipal business.
- 2) E-mail that facilitates action, such as initiating, authorizing or completing a transaction in connection with municipal business.

PERSONAL USE

Although Town of Summerville's email system is meant for business use, Town of Summerville allows the reasonable use of email for personal use if certain guidelines are adhered to:

- Personal use of email should not interfere with work.
- Personal emails must also adhere to the guidelines in this policy.
- Personal emails are kept in a separate folder, named 'Private'. The emails in this folder must be deleted weekly so as not to clog up the system.
- The forwarding of chain letters, junk mail, and executables is strictly forbidden.
- Do not send mass mailings.
- All messages distributed via the company's email system, even personal emails, are Town of Summerville's property.

DISCLAIMER

The following disclaimer will be added to each outgoing email:

This email and its attachments may be confidential and are intended solely for the use of the individual to whom it is addressed. Any views or opinions expressed are solely those of the author and do not necessarily represent those of the Town of Summerville. If you are not the intended recipient of this email and its attachments, you must take no action based upon them, nor must you copy or show them to anyone. Please reply to the sender if you believe you have received this email in error.

SYSTEM MONITORING

The information generated on e-mail may be a public record subject to public inspection. You must have no expectation of privacy in anything you create, store, send or receive on the Town's computer system. Your emails can be monitored without prior notification if Town of Summerville deems this necessary. If there is evidence that you are not adhering to the guidelines set out in this policy, the Town of Summerville reserves the right to take disciplinary action, including termination and/or legal action.

EMAIL ACCOUNTS

All email accounts maintained on our email systems are property of Town of Summerville. Passwords should not be given to other people. Email accounts not used for 60 days will be deactivated and possibly deleted.

QUESTIONS

If you have any questions or comments about this Email Policy, please contact Cynthia Brown, [cbrown@summervillesc.gov]. If you do not have any questions Town of Summerville presumes that you understand and are aware of the rules and guidelines in this Email Policy and will adhere to them.

DECLARATION

I have read, understand and acknowledge receipt of the Email policy. I will comply with the guidelines set out in this policy and understand that failure to do so might result in disciplinary or legal action.

Signature: _____

Date: _____

Printed Name: _____